**Remote School Planning Template – Emergency Preparedness @ Woodward Academy**

Teachers, please complete the form below and submit to your department head or principal by **September 30, 2011**. Please contact your department head, tech specialist or Nneka or Shelley in IT if you need assistance completing your plan.

**Online Tools / Minimal Expectations**

* **Grades PK-K** - *Edline* plus wiki, blog or Google site with instructions, assignments, activities and/or resources (for parents). Activities do not have to be tech based!
* **Grades 1-3 -** *Edline* plus wiki, blog or Google site with instructions, assignments, activities and/or resources (students assisted by parents as needed).
* **Grades 4-12** – *Edline* (including HW hand-in and quizzes), email, Google Docs; wiki, blog or Google site.
* **All Grades:** Videos, podcasts and interactive websites as appropriate.

**Optional:** Moodle (or other LMS), screencasting, discussion boards, presentation tools (Prezi, Voicethread, slideshare), participation tools (Wallwisher, Voicethread) Skype, etc...

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| **Teacher Name:** | **Linda Gravitt** | | |
| **Grade Level/Subject/Course**: | 9th& 10th / Reading/Multicultural Lit | | |
| **Resources, online tools and strategies I will use to deliver “remote classroom**:” (Assume students will not have textbooks at home; Use of Edline *required* as central communication hub) | | | |
| **Edline will direct students to the website for their vocabulary workbook:** [**www.townsendpress.com**](http://www.townsendpress.com) **. There students will create an account and then complete the practice exercises for all the lessons we have completed so far. In addition, students may be directed to take appropriate tests on this website.**  **If a third day is needed (or more), I will send students a Current Events article with questions from** [**http://www.izzit.org/events/index.php**](http://www.izzit.org/events/index.php) **. This is a free daily service to which I am subscribed. Students will respond to me with their answers to questions by email.** | | | |
| **Materials I will need at home to deliver instruction** (e.g. textbook, computer files, software, microphone): | | | |
| **Computer with email and internet connection.** | | | |
| **Skills I need to learn/refresh to implement my plan:** | | | |
| **None** | | | |
| **Expectations of students (include needed tech skills):** (Include plans for ensuring students have needed skills / understand expectations) | | | |
| **Edline will include detailed directions to access the Townsend Press site and open an account.** | | | |
| **How I will “take roll” to confirm that students have received my instructions** (Post Edline discussion comment, email teacher, respond to survey, etc…) | | | |
| **The Townsend Press site includes automatic feedback to the instructor including names of students with accounts, exactly which exercises and tests they have completed, and their scores.**  **For Day 3, students will email their responses to the Current Events Questions.** | | | |
| **Ideas/methods to ensure “active learning:”**  (i.e. student interactivity, collaboration, artifacts/ demonstrations of learning) | | | |
| All of the above. | | | |
| **Address of my blog, wiki, Google site, LMS, etc…** (Must be linked from Edline) | | |  |
| **Colleague who will assist if I am ill during remote school:** | | | **Peggy McNash** |
| **Other ideas/considerations/concerns:** | | | |
|  | | | |
| **Reviewed by Department Head or Administrator (Name / Date)** | | **Peggy Dyer McNash 10/14/11** | |

Submitted 10/14/11